

TERMS OF REFERENCE

Position and title of post:	Knowledge Management Officer
Organization and Unit:	Project “Strengthening Capacity for the Implementation of One Health in Vietnam – phase 2” (SCOH-2) - Secretariat Office of the One Health Partnership for Zoonoses (OHP), Ministry of Agriculture and Rural Development
Duty station:	Hanoi, Vietnam
Duration:	24 months

The *Strengthening Capacity for the Implementation of One Health in Vietnam – Phase II (SCOH-2)* project builds on the results of the SCOH-1 and earlier activities to strengthen overall national One Health capacity and operationalization in Viet Nam. With funding from United States Agency for International Development (USAID) via United Nations Development Programme (UNDP), the SCOH-2 project implemented by MARD in partnership with MOH will contribute to the reduction of the threats to public health from avian and pandemic influenza and other emerging infectious diseases through the application of a One Health approach. The objectives of this project are (i) Supporting a revised national coordination mechanism and the effective function of the One Health Partnership for Zoonoses; (ii) Promoting the regular interaction between policy-makers and other stakeholders, including universities and the private sector, on policy discussion and forums focusing on implementing a One Health approach and Global Health Security Agenda in Vietnam; (iii) Supporting the collaboration among GoVN and development partners in implementing GoVN’s One Health Strategies and GHSA’s Roadmap and Work plan; and exploring other existing and/or planned projects and programs in Viet Nam and identifying linkages where tangible One Health complementarities could be applied.

ROLE OF THE KNOWLEDGE MANAGEMENT OFFICER

- Under the supervision of the OHP Secretariat Manager, carry out and coordinate knowledge management, communications and information activities of the Partnership and the SCOH-2 project.
- Work closely with OHP members and stakeholders on knowledge management, communications and information activities of the OHP, within the framework of the five-year national One Health plan, 2016-2020.

DUTIES AND RESPONSIBILITIES

1. Be primarily responsible for setting up effective knowledge-management, information sharing and communications systems of OHP through the development of the OHP website, as well as a quarterly newsletter, including collecting information and drafting articles, both in English and Vietnamese.
2. Timely share updates, programme documents, reports, research studies, meeting minutes and information about conferences, workshops and meetings with the OHP membership.
3. Be responsible for maintenance, updating and configuration of OHP website, including necessary upgrading and/or installing necessary plug-ins/modules/components required for smooth running of OHP website.
4. Be responsible for management and maintenance of the office local area network (LAN) and timely fix problems occurred to make sure the LAN network is normally functional.
5. Contribute to the activities of the informal policy advocacy group and to related plans and activities to share information and experiences from projects and programmes with relevant OHP partners and stakeholders, including development and dissemination of documents and organization of events.
6. Be responsible for relevant procurement activities of the Secretariat Office, including collection of quotations from suppliers, assessment of suppliers, and preparations of necessary documents to proceed procurements in line with applicable rules and guidelines.
7. Carry out assigned tasks related to recruitment of personnel for the Secretariat, including advertisement, collection of applications, screening of CVs, selection of short-listed candidates for interview, and other related procedures for the recruitment process.
8. On behalf of OHP Secretariat, participate in meetings, conferences and workshops organized by the Government and international partners.
9. On behalf of OHP Secretariat, join field visits on various working missions to provincial donor-funded projects.
10. Facilitate information sharing related to the activities of the OHCN and other Thematic Working Groups established under the OHP.
11. Develop a library database for OHP materials (both hard copies and digital versions) including development of an online resource library on the OHP website.
12. Maintain an updated list of OHP stakeholders (Government, Donors, NGOs and other OHP members) and advise OHP Management Group and other OHP Secretariat members on changes.
13. Maintain an efficient administrative system for office documents such as letters,

messages, project documents and reports.

14. Translate documents and interpret in meetings, workshops, etc. as required for information sharing and to support the activities of OHP and the Secretariat.
15. Assist with preparation for and organization of project's events, thematic working groups, conferences, workshops and other meetings on specific thematic areas or issues, and prepare minutes and consolidation of outputs and recommendations from these meetings.
16. Undertake other related tasks as assigned by the Director, Deputy-Director and Manager of the Secretariat.

WORKING RELATIONSHIP AND REPORTING LINES

The **Knowledge Management Officer** will report to and work under the supervision of the Secretariat Manager.

S/he will also work closely with relevant assigned staff from MARD, MOH, UNDP and USAID in relation to the project.

QUALIFICATIONS AND EXPERIENCE

- Master degree in development studies, international relations, communications or related disciplines.
- A minimum of 5 years working experience with communications, information-management or related areas within official development assistance (ODA) projects.
- Work experience and relations with Government agencies in particular MARD and MOH.
- Knowledge of and experience with the UN system, Multilateral and Bilateral Donors and NGOs in Viet Nam.
- Excellent communications and coordination skills.
- Fluency in both spoken and written English is required.

REMUNERATION

The level of remuneration corresponds with the qualifications and work experiences of the candidate, following the cost norms as provided in existing UN Cost Norms Guidelines for Viet Nam.